

Manual of Procedures and Instructions for Cashiers

IV. THE ROLE OF THE CASHIER

WHAT IS A CASHIER?

A cashier is an officer or employee of the Federal government who is 1) designated as a cashier by an approving official, and is 2) authorized to disburse cash or carry-out other cash operations. There are three types of cashiers:

CLASS A CASHIER

A Class A Cashier is a cashier who is authorized to make disbursements but may not advance an imprest fund to another cashier, except to an alternate cashier.

CLASS B CASHIER

A Class B Cashier is a cashier who is authorized to make disbursements and may also advance funds to an alternate cashier or subcashier.

CLASS D CASHIER

A Class D Cashier is designated solely for change-making purposes.

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